



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters



SDRR Data Review User Manual

Kentucky Department of Education

Office of Assessment and Accountability

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Important Notes/New Features

On the Home Page:

- The announcements box is updated with new information as needed during roster/data review windows.
- A large red Help button is at the top right of every page.
- 20 minute timeframe before automatic logoff for inactivity (feature requested in SDRR survey).
- Large buttons on the home page indicate which sections of SDRR are open by their color – green is open, red is closed, yellow is finalizing. Users can click on the button to navigate to the appropriate section, or directly on the links within each button.
- There is information which is easily visible that indicates and links to the number and status of student change requests, as well as a link to view and save information regarding the students transferred in and out of accountability.
- There is a list of tasks to accomplish during the data review period, so that users can check them off as they are completed.
- The student listing, transfer listing, and change listing may be downloaded after the roster period ends by clicking on the Download link on the home page.
- Save exports in PDF or Excel format (can also use filters before exporting).
- Assistance with determining accountability can be found at <http://goo.gl/yx9DTj> (also linked from the accountability change form in the application), and enrollment information is available in CIITS.
- A site for practice and training is found at <https://oaa-adc.education.ky.gov/Sandbox/>, uses the same credentials, and is available any time.

On the Student Listing:

- Export and Filter buttons at the top and bottom of the student listing page (feature requested in SDRR survey).
- Larger numbers to navigate the student listing, and a bullseye effect on mouseover (feature requested in SDRR survey).
- Additional options on the Filter menu, including IEP, EL, lunch status, and non-participation status (feature requested in SDRR survey).
- Visible count of students onscreen, including filtered results (feature requested in SDRR survey).
- Search feature for recovering deleted students (feature requested in SDRR survey).
- Additional column sorting onscreen, and the sorting is retained when exporting to PDF (feature requested in SDRR survey).
- District/School codes included in Excel export (feature requested in SDRR survey).
- Ability to easily navigate to an open change request for a student, and return to the student listing.
- Some data is not being collected for assessments. This includes: migrant status, ESS, gifted and talented, vocational, disability type, specific accommodations used during testing, and 504 status.
- Student information is changed directly on the student listing page – including name, SSID, date of birth, gender, race/ethnicity, accountable school, non-participation status, IEP, EL/LEP, lunch status, and accommodations – by **double clicking** on it.
- By default, the student listing shows all students with any association to the school/district – whether tested or accountable. Users can filter to view only tested students, or only accountable students, for example.
- Both the testing school and the accountable school can make changes to demographics for a student. In case there is a difference between enrollments (such as for free/reduced lunch status), the accountable school will have the final decision.
- Testing school and grade level cannot be changed during data review. If either field is incorrect, an e-mail may be sent to KDEAssessment@education.ky.gov with the student's name, SSID, and correct information.

- Mark students as non-participating by double clicking on that student's row under the Non Part column and selecting the appropriate reason, providing additional detail if needed.
- Remove an approved non-participation by double clicking on it and selecting [Remove Non-Participation] in the drop down list.

On the Transfers Listing:

- Ability to export students transferred in to school or district accountability, as well as students transferred out of accountability in Excel or PDF.
- District level users may export lists for district accountability, a particular school's accountability, or the district as a whole (any school or district level accountability).

On the Change Listing:

- Ability to filter changes by status, school, test type, etc.
- Export change listing to PDF or Excel (can also use filters before exporting).

Online Help

On the top right of each page within SDRR, users will see a large red Help button:



Click on this button to open an online help tool in a new browser tab or window. Click on the radial button for the issue you have a question about, click on Continue at the bottom, and there will be links, information, and resources to assist you.

SDRR Help


Manuals and screencasts can be found here:
<http://education.ky.gov/AA/DISTSUPP/Pages/Student-Data-Review-and-Reporting.aspx>

I need help with:

- ☐ Determining accountability for a student
- ☐ Logging in to SDRR or a forgotten password
- ☐ Adding a student
- ☐ Cohort graduation data review
- ☐ Incorrect demographic/IEP/LEP information showing in SDRR for a student
- ☐ ACCESS or Alternate ACCESS
- ☐ Dropout data review
- ☐ A general question about assessment, test materials, etc.
- ☐ A question about College Career Readiness (CCR)
- ☐ Something is not functioning correctly in SDRR
- ☐ A question about End of Course exams
- ☐ A change request was Denied or More Information was requested
- ☐ Our spring summative testing window showing in SDRR is incorrect or has changed
- ☐ General help with using SDRR
- ☐ 504 Plans/accommodations
- ☐ I have a suggestion for improving SDRR
- ☐ Something else


Welcome Screen

To log in, open your web browser, and navigate to <https://oaa-adc.education.ky.gov/>. You will see this page.



Kentucky Department of Education

Student Data Review and Rosters



Home > LoginLogout

Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of the assessment results in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit data review requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.


SDRR will be used to conduct web-based data reviews for all state required assessments, including the Kentucky Performance Rating for Educational Progress(K-PREP), EXPLORE, PLAN, ACCESS for ELLs, ACT and other tests.


Please use your user name and password.

DAC - Please use [KDE Web user ID and password](#) to login or contact your local WAAPOC to gain access.

OAA Staff and Admin - Please contact Application Admin/developer to gain access.

School Staff and Related Users - Please contact your local WAAPOC to gain access.

 Toll Free : 1-866-538-7435
Local : 1-502-564-2002

 E-mail : ketsheipdesk@education.ky.gov

Registered Users

User Name:

Password:


If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

Security Disclaimer!

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.



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[Privacy](#) | [Disclaimer](#) | [Contact Us](#) | [Help](#)

Please note that SDRR now works in Internet Explorer, Firefox, Safari, and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications provided by the Office of Knowledge, Information, and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can add school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log in box to request a hint if you have forgotten your user name and/or password.

Log In

Enter your user ID and password where indicated, in the blue box on the right side of the log in page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the District, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.

<p>Data from multiple schools are available to you. However, you may only access one entity at a time. Please select a school or district that is available to you from the list below, and the selected data will load automatically.</p> <div><p><input checked="" type="radio"/> Adair County - Data Editor <input type="radio"/> Adair County High School - Data Editor <input type="radio"/> Atherton High School - Data Editor <input type="radio"/> Jefferson County - Data Editor</p><p><input type="button" value="Go"/> <input type="button" value="Cancel"/></p></div>	<div><p>Your Location: Adair County</p><p><input type="button" value="Change Access Location"/></p></div>
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Home Page

After log in, the Home Page will appear:

EVERY CHILD
PROICIENT & PREPARED FOR
SUCCESS
Home

Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

COMMONWEALTH OF KENTUCKY
OFFICE OF THE COMPTROLLER
OF PUBLIC ACCOUNTS

I NEED HELP

Logged in as: [sdrrtester] -- Logout

Data Review Status: OPEN Student Listing Change Listing Transfers Listing Download Go to Data Review	Rosters Status: OPEN Student Listing Change Listing Transfers Listing Download Go to Rosters	Cohort Status: CLOSED Student Listing Change Listing Download Go to Cohort	Access Status: CLOSED Student Listing Change Listing Download Go to Access	Access Data Review Status: OPEN Student Listing Change Listing Download Go to Access Data Review New: 0 Pending: 0	CCR Scores Status: OPEN Student Listing Change Listing Download Go to CCR
Dropout Status: CLOSED Student Listing Change Listing Download Go to Dropout					

Welcome, SDRR!

District Test Windows

This module contains the start date of the test windows for Adair County. Please enter in MM/DD/YYYY format. Start dates must be no earlier than 14 days before the end of the school year, and the last day of the school year is pulled from IC calendars. **This section can ONLY be modified by your DAC.**

Elementary Test Window Earliest Start Date: 05/04/2015

Middle Test Window Earliest Start Date: 05/04/2015

High Test Window Earliest Start Date: 05/04/2015

[Jump to Top](#)

Latest announcement - 8/4/2015 2:37:00 PM by KDE Staff

The SDRR manual and screencasts/videos may be found [here](#).

- The large buttons indicate which sections of SDRR are open by their color – green is open, red is closed, yellow is finalizing. Users can click on the button to navigate to the appropriate section, or directly on the links within each button.
- The opening and closing dates are displayed in each section.








- On the left, there is a list of tasks that should be completed during the data review window. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during data review.

SDRR Tasks
<input type="checkbox"/> Review accountability for students (by test type, by grade level, or by school/district) and make corrections as needed.
<input type="checkbox"/> Use the filter on the student listing to review students who are accountable to the school/district, but were tested elsewhere.
<input checked="" type="checkbox"/> Mark students who were enrolled during the window or eligible to test, but did not take the assessment(s), as non-participating. Keep original copies of documentation at the district for audit purposes.
<input type="checkbox"/> Double check to be sure that information in the non-participation request matches Infinite Campus (such as foreign exchange, withdrawal date and alternate assessment). Update both SDRR and IC as needed.
<input type="checkbox"/> Mark students as Yes if they were provided accommodations during assessment. There is no need to indicate the specific accommodations received. Students must have a Yes for IEP or EL/LEP in order for accommodations to be marked.
<input checked="" type="checkbox"/> Review Data Review Change Listing in SDRR, noting any Denied or Updated changes for possible further action.
<input type="checkbox"/> Update any student changes that are marked as Updated by OAA staff, to provide the information requested.
<input type="checkbox"/> At the end of the Data Review window, export copies of the Data Review Student Listing and Data Review Change Listing, storing them securely in the district.

- There are links to go directly to the Student Listing for a particular test or all tests, as well as the Transfers Listing, Change Listing, and a link to download copies after the window ends.

<div>Quick Links</div> <div> Data Review Student Listing <ul style="list-style-type: none"> * All Tests * ACT * AEOC * BEOC * CCR * EEOC * KALT * KPRP * UEOC </div> <div> Data Review Transfers Listing </div> <div> Data Review Change Listing </div> <div> Download - Data Review </div>	<div>Test Types</div> <div> All Tests – includes all assessments <ul style="list-style-type: none"> The ACT Algebra II EOC Biology EOC College and Career Readiness English II EOC Alternate Assessment K-PREP US History EOC </div>
--	--


- There are counts for the different student change statuses. These are clickable links; users can click on Updated or Denied, for example, and go directly to that subset of changes. Users can also click on the link for the Data Review Change Listing to see all changes for the school or district, and use the filter on that page to navigate to subsets of changes.

Changes	
	Total : 55
	New : 2
	Updated - Need Info : 0
	Denied : 0
	Closed : 0
	Approved : 53
	Pending OAA Approval : 0
<div>[All Tests] ▼</div>	

- Total: All changes requested for school or district
- New: Changes which have not yet been processed by OAA
- Updated – Need Info: Changes which have been updated by OAA, and additional information is needed from the school/district
- Denied: Changes which were not approved by OAA (additional changes may be requested for the same student, but the denied changes will remain in the record) – note that the denied change request will give an explanation for the denial, and may include next steps for the user to complete
- Closed: Change request was cancelled by school or district
- Approved: Changes which have been processed by OAA or were automatically approved (such as accommodations or demographics)
- Pending OAA Approval: Non-participation or Accountability changes which have been updated by school/district and are waiting for OAA action.

Student Listing



Click on All Tests on the home page, or select a specific test type to see only that subset. The student listing will appear:



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

Home > DataReview > Data Review Student Listing

Logged in as: [sdntrstern] -- Logout

Data Review Student Listing

Double-click any field to edit...

Or

Total Students: 1544

Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	IEP	EL/LEP	Lunch	Accommodation
AEOC	ABBOUD, ALLEN	12	9998861065	08/11/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	No	No	Free	-
CCR	ABBOUD, ALLEN	12	9998861065	08/11/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	-
EEOC	ABBOUD, ALLEN	12	9998861065	08/11/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	No	No	Free	-
ACT	ABDIRAHMAN, ERICK	11	9991239308	03/03/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	Yes	No	Free	Yes - IEP
KPRP	ABDIRAHMAN, ERICK	11	9991239308	03/03/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	Yes - IEP
UEOC	ABDIRAHMAN, ERICK	11	9991239308	03/03/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	Yes - IEP
ACT	ABDULSALAM, CHARLES TRENTON	11	9990789137	01/10/1998	M	Hisp: No Race: W	LOCKED	Adair County High School	ABS	No	No	Reduced	-
AEOC	ABDULSALAM, CHARLES TRENTON	11	9990789137	01/10/1998	M	Hisp: No Race: W	LOCKED	Adair County High School	-	No	No	Reduced	-
KPRP	ABDULSALAM, CHARLES TRENTON	11	9990789137	01/10/1998	M	Hisp: No Race: W	LOCKED	Adair County High School	-	No	No	Reduced	-
UEOC	ABDULSALAM, CHARLES TRENTON	11	9990789137	01/10/1998	M	Hisp: No Race: W	LOCKED	Adair County High School	-	No	No	Reduced	-
CCR	ADAMS, HANNAH R	12	9990788066	11/29/1996	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Paid	No
BEOC	ADEN, HANNAH V	10	9990786877	07/08/1998	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	-
EEOC	ADEN, HANNAH V	10	9990786877	07/08/1998	F	Hisp: No Race: W	N/A	Adair County High School	AIR	No	No	Paid	-
KPRP	ADEN, HANNAH V	10	9990786877	07/08/1998	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	-
BEOC	AGUILAR, MAGGIE	10	9990788378	01/14/1999	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	-
EEOC	AGUILAR, MAGGIE	10	9990788378	01/14/1999	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	-
KPRP	AGUILAR, MAGGIE	10	9990788378	01/14/1999	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	-
BEOC	AGUILAR-PEREZ, MYLES LEE	10	9990788410	01/29/1999	M	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	No	Yes	Paid	Yes - EL/LEP
EEOC	AGUILAR-PEREZ, MYLES LEE	10	9990788410	01/29/1999	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	Yes	Paid	No
KPRP	AGUILAR-PEREZ, MYLES LEE	10	9990788410	01/29/1999	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	Yes	Paid	No

The student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the top left or bottom left. The Excel format will also include school and district codes.

Filters

1. Click on the Filters button at the top left or bottom left.
2. You can filter the student list to view different groups as follows:
 - By accountable and/or tested
 - By assessment/test type
 - By first letter of last name
 - By grade level
 - By lunch status
 - By non-participation reason
 - By IEP status
 - By EL/LEP status
3. District level users will also be able to filter by schools within their district. School level users will only see their own school.

Filters			
Accountability: *	Test Type * ▼	District: * ▼	
	L. Name * ▼	Grade * ▼	School: * ▼
Lunch: *	Non-Part: *	IEP: * ▼ EL/LEP: * ▼	

Apply Clear Filter Selections Cancel

Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

As shown on the previous page, there is an accountability drop-down in the filter menu:

- All Students or * – **this is the default view on the filter for data review**, and includes all students who were accountable and/or tested (for rosters, the default is All Tested)
- All Tested – all students who were tested at this school/district, regardless of their accountability
- All Accountable – all students accountable to this school/district, regardless of their testing school
- Tested (Not Accountable) – all students who were tested at this school/district, and are accountable elsewhere
- Accountable (Not Tested) – all students who are accountable to this school/district, and were tested elsewhere
- Tested and Accountable – all students who were tested at this school/district, and are accountable to this school/district

If filters have been applied, the export will reflect those selections.

Actions and When to Use

Change accountable school	<ul style="list-style-type: none">• Student had 100 days enrollment up to/including the first day of the school/district's 5-day spring summative test window at an A1 school other than the testing school in 2014-15• Student was enrolled in a Non A1 (alternate or FMD) program and is being tracked back to the A1 home school• Student is being coded to the state because he/she did not have 100 days in a single school or district, or had 100 days in a court-ordered/state agency-placed setting• Student is being coded to a district because he/she had 100 days in multiple A1 schools within the district, but did not have 100 at any single school• If additional information is needed to determine appropriate accountability, please review the last two pages of this manual, or use the online tool at http://goo.gl/yx9DTj
Mark as non-participating	<ul style="list-style-type: none">• Student was actively enrolled, but did not complete the assessment for one of the allowable non-participation reasons.• Do NOT mark students as non-participating if they were repeating the grade or took the test previously. If students were enrolled in the testing grade, they should have been tested.

Change Student Information

- All student information can be viewed on the Student Listing, and most of the fields can be changed by double clicking the relevant item.
- This includes all information being collected during data review – name, SSID, date of birth, gender, race/ethnicity, accountable entity, non-participation status, IEP, EL/LEP, lunch status, and accommodated status.
- A student must be marked “Yes” in the IEP and/or EL/LEP field before the accommodations field becomes available. Accommodations are marked as Yes or No – there is no need to indicate the specific accommodations used by a student. Students will have to be identified as having an IEP or PSP in order to have accommodations marked as Yes.
- Please note that 504 status is not being collected, nor are any accommodations related to 504 status. Students with a 504 can use the allowed accommodations during assessment, but OAA does not have to report that information federally.
- Grade and testing school cannot be changed during data review. In the rare situation that either of these fields needs to be changed, users may send an e-mail to KDEAssessment@education.ky.gov.
- Each student has one set of demographic data, and changes to the student’s record for one assessment will be applied to all other assessments for that student, if multiple assessments are available in SDRR. Changes to accountability will appear for all tests for that student after OAA approval. It is only necessary to change it one time.
- To change items onscreen, double click on the relevant field, use the drop downs or checkboxes to make changes, and click the Submit button, depending on the field being changed. Click the Cancel button to return to the Student Listing without making any changes to the student.
- Students with an open change request that has not been finalized yet will have LOCKED on that field. Users can double click on LOCKED to view, update, edit, or close the change request, and will also be able to navigate back to the Roster Student Listing.
- Once non-participation has been approved, the student will have N/A showing for accountability, as there is no accountable entity for a student who does not participate in the assessment.

Student Name	
First Name:	BRAXTON
Middle Name:	COOPER
Last Name:	ABNER

Submit Cancel

Ethnicity	
Is Hispanic:	No
American Indian/Alaskan Native:	<input type="checkbox"/>
Asian:	<input type="checkbox"/>
Black/African American:	<input type="checkbox"/>
Pacific Islander/Hawaiian:	<input type="checkbox"/>
White:	<input checked="" type="checkbox"/>

Submit Cancel

Non-Participation Status

To mark a student (who was enrolled during the testing window, but did not take the assessment) as non-participating:

- Double click on the student's row in the Non Part column on the Student Listing.
- The types of non-participations available will vary by assessment.
- Use the drop down to select the appropriate reason, and complete the information requested onscreen. The information requested will vary by non-participation type.
- For medical, please enter the information from the paper form signed by the doctor for this student. Please note that there should be an acute medical situation for non-participation to be approved. A chronic condition would not qualify a student for non-participation. If the student receives instruction with a chronic condition, they can be assessed as well. If a student had multiple hospitalizations, the start date of the most recent should be entered on the non-participation request form. This field is not required; not every student has a hospitalization history.
- **Please note:** If non-participation is approved for a student, the accountability will be N/A on the student listing. There is no need to change accountability unless non-participation is denied by OAA.

Non-Participation Reason for KEISHA ALLEN

Test Type: KPRP

Non-Participation Type:

Choose a Non-Participation Type

Extraordinary Circumstances

First Year EL/LEP Student

Foreign Exchange Student

Medical

Student withdrawn/expelled during testing window

No more information

Submit Cancel

If Extraordinary Circumstances is chosen, then requester must provide a detailed reason.

Examples:

- Student placed in protective custody
- Extreme trauma to student
- Parental kidnapping
- Death of a close family member

Absence/truancy is not adequate reason for non-participation to be approved.

- Click on Submit at the bottom.
- An additional EOC non-participation reason has been included. “EOC Graduate Issue” has been added to the list. This would be used if, for example, a grade 12 student received credit for the course prior to the implementation of EOC exams (2011-12) or if a student was not tested appropriately in one district, or received credit for the EOC course at an out of state school, private school, or home school and has now graduated from another district.
- EOC students may be marked as non-participating for the reason “Additional Instruction Required” if they did not receive credit for the course but will complete the course and take the assessment at a later date.
- Please note that you can also remove an existing, approved non-participation by selecting [Remove Non-Participation] from the dropdown list. This will only appear for students with an approved non-participation in place.
- Keep a copy of all documentation at the district for audit purposes.

Change Accountable School

- Double click on the current accountable school for the student on the student listing.

Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	IEP	EL/LEP	Lunch	Accommodation
AEOC	ABBOUD, ALLEN	12	9998861065	08/11/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	-

- The anticipated accountability coding of students was pre-loaded in SDRR based on the test windows and enrollment, wherever possible. Each student should be double checked for accurate accountability placement.
- Please be sure to select a school if that is the accountable entity, rather than only choosing the district. Students should be marked as accountable to an A1 school rather than the district unless they had multiple enrollments within a district but did not have 100 days at a single school.
- If a student is being coded to a district rather than an A1 school, please select the appropriate district in the District dropdown, and the district name in the School dropdown.
- If a student is being coded to the state, please select State (at the top of the list) in the District dropdown.
- Once a district is selected, the school dropdown will populate, and will only include schools that include the grade of the student.

Accountable School for ELLA SUSANNAH ABRELL

[Need Help Determining Accountability?](#)

District: Adair County

School: *

Change Reason:

Change, including number of days enrolled at all schools specialized program and being tracked back to the home

Cancel

- Provide requested information onscreen, such as number of days enrolled or details of student being tracked back to the A1 home school.
- If unsure about correct accountability, review the flow charts at the end of this manual, and/or click on the onscreen link Need Help Determining Accountability? as shown in the screenshot below, or navigate to <http://goo.gl/yx9DTj> in your Internet browser.

Accountable School for **ELLA SUSANNAH ABRELL**

[Need Help Determining Accountability?](#)

District:

School:

Enter Change Reason:

Please provide details to justify this accountability change, including number of days enrolled at all schools attended (available in CIITS). If student is attending a specialized program and being tracked back to the home school, please indicate...




- Enrollment data is available in the Student Profile in CIITS (see screenshot below), if this person has access to student level data. Please work with your IC and CIITS contacts to be assigned the correct roles. By default, all principals and teachers have access to student level data for their enrolled students.

Student Overview Standardized Tests Disciplinary Incidents **Enrollment & Academic Record** Benchmark Tests Classroom Tests Programs

- Click on Submit at the bottom of the form.
- The form will close, and you will see a brief flashing text notification of submission success at the top of the student listing.
- An accountability change has been requested. The accountable field on the student listing will show as **LOCKED** until the change request is resolved, and no additional changes can be made to this field until the change is finalized. If the change request needs to be updated with additional information, it can be accessed either by double clicking on the **LOCKED** field on the Student Listing, or by clicking on Data Review Change Listing on the Home Page.

Updating Change Requests

- Once a change has been requested, the field on the student listing will show as LOCKED until the change request is resolved. No new change requests can be made for this field until the current change request is finalized or cancelled. If the change request needs to be updated with additional information, edited, or cancelled, it can be accessed in three ways:
 - by clicking on the appropriate change request count on the home page (Updated – Need Info, as shown below)
 - by clicking on Data Review Change Listing on the home page
 - by double clicking on the LOCKED field on the Student Listing, which brings up the information shown on the next page

Changes
 Total : <u>12</u>
 New : <u>8</u>
 Updated - Need Info : <u>3</u>
 Denied : <u>1</u>
 Closed : <u>0</u>
 Approved : <u>0</u>
 Pending OAA Approval : <u>0</u>
[All Tests] ▼

Quick Links
Data Review Student Listing
* All Tests
* ACT
* AEOC
* BEOC
* CCR
* EEOC
* KALT
* KPRP
* UEOC
Data Review Transfers Listing
Data Review Change Listing
Download - Data Review

Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	IEP	EL/LEP	Lunch	Accommodation
AEOC	ABBOUD, ALLEN	12	9998861065	08/11/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	-
CCR	ABBOUD, ALLEN	12	9998861065	08/11/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	-
EEOC	ABBOUD, ALLEN	12	9998861065	08/11/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	No	No	Free	-
ACT	ABDIRAHMAN, ERICK	11	9991239308	03/03/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	Yes	No	Free	Yes - IEP
KPRP	ABDIRAHMAN, ERICK	11	9991239308	03/03/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	Yes - IEP
UEOC	ABDIRAHMAN, ERICK	11	9991239308	03/03/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	Yes - IEP

NonParticipation Unavailable for ALLEN ABBODD

This field is presently locked with a submitted change pending OAA approval. If this is an error, please cancel the request by clicking on the link below.

Pending Change Details:

Change Number: 1075

Old Value: -

New Value: Foreign Exchange Student

[Click To View Change](#)

Ok

- Click on the circled link as shown above to update, change, or cancel the change request, or click on Ok at the bottom to return to the student listing.
- After clicking on Click To View Change, the information below will appear. Users can return to the student listing by clicking the link at the top, update or edit the change request/provide information requested by OAA by clicking on the icon in the Details column, or cancel the request by clicking on the red X.

[Return To Student Listing](#)

Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		EXPL		BetaTester	Adair County	Accountable School	9/5/2013 2:39 PM	-	

- Users can provide additional information as shown below, or can edit the request.

Ticket Information For :																													
Accountable School Change				Test Type: PLAN																									
Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:																									
State - State	Adair County	9/3/2014 9:03:00		New																									
Change Reason:				<input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> More Info <input checked="" type="radio"/> Edit <input type="button" value="Submit"/>																									
Provide Approval/Denial/Request more information reason here:																													
Type additional information here and click the Submit button on the right, or click on the Edit button to change the original request.																													
<table border="1"> <thead> <tr> <th colspan="5">Summary</th> </tr> </thead> <tbody> <tr> <td>Change # :</td> <td>579</td> <td>Req. Entity :</td> <td>State</td> <td>Created Date</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>9/3/2014 9:03:00 AM</td> </tr> <tr> <td>Req. District :</td> <td>State</td> <td>Updated Date :</td> <td>SSID :</td> <td>1957750894</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Summary					Change # :	579	Req. Entity :	State	Created Date					9/3/2014 9:03:00 AM	Req. District :	State	Updated Date :	SSID :	1957750894					
Summary																													
Change # :	579	Req. Entity :	State	Created Date																									
				9/3/2014 9:03:00 AM																									
Req. District :	State	Updated Date :	SSID :	1957750894																									
<input type="button" value="Cancel"/>																													

Editing Change Requests

- Open change requests can now be edited to alter what was originally requested.
- For example, if state accountability was requested and new information indicates that a student should be accountable to a school instead, in the past the original change request had to be closed or denied, and a new change requested. Now, users can simply Edit the change request to correct the accountable entity.
- It is important to note that the Edit functionality can be used to change the accountable entity or change the non-participation type requested, for example, but cannot change a request from an accountability change request to a non-participation request or vice versa.
- This should greatly reduce the number of Denied change requests in the system, since school and district users will be able to change the request rather than closing it or OAA denying it. However, once a change request has been resolved (approved or denied), it can no longer be edited.

To edit an open change request, click on the Edit button as shown below:


Ticket Information For : ABELE, JOSE																				
NonParticipation Change																				
Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:																
Student should not have been assessed in the 2014	[Remove Non-Participation]	8/7/2014 9:53:00 AM		New																
Change Reason:																				
Provide Approval/Denial/Request more information reason here:																				
<div>Summary</div> <table><tr><td>Change # :</td><td>524</td><td>Req. Entity :</td><td>Adair County</td><td>Created Date :</td><td>8/7/2014 9:53:00 AM</td><td>Req. Id:</td><td>FieldTester</td></tr><tr><td>Req. District :</td><td>Adair County</td><td>Updated Date :</td><td></td><td>SSID :</td><td>9991239308</td><td colspan="2"></td></tr></table> <div>Reset Ticket Cancel</div>					Change # :	524	Req. Entity :	Adair County	Created Date :	8/7/2014 9:53:00 AM	Req. Id:	FieldTester	Req. District :	Adair County	Updated Date :		SSID :	9991239308		
Change # :	524	Req. Entity :	Adair County	Created Date :	8/7/2014 9:53:00 AM	Req. Id:	FieldTester													
Req. District :	Adair County	Updated Date :		SSID :	9991239308															

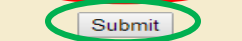
Test Type: EEOC

☐ Approved

☐ Denied

☐ More Info





Update the change request as needed, and click on Submit.

Transfers

Data Review Transfers

Transfer Information For:

District - Adair County

School - *

Save Transfers In - Excel

Save Transfers Out - Excel

Save Transfers In - PDF

Save Transfers Out - PDF








Transfers In							
Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
ZACHARY Y ABBNEY	2120398751	KPRP	State	Adair County High School	srineni	8/7/2013 11:00:00 AM	EC
TAVA B ALLEN	2123581923	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-

Transfers Out							
Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
KAROLINE A ABBOTT	1982416058	KPRP	John Adair Intermediate School	State	FieldTester	8/7/2013 11:37:00 AM	-
BRYANT L ABNER	1960267983	AEOC	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-
BRYANT L ABNER	1960267983	KPRP	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-

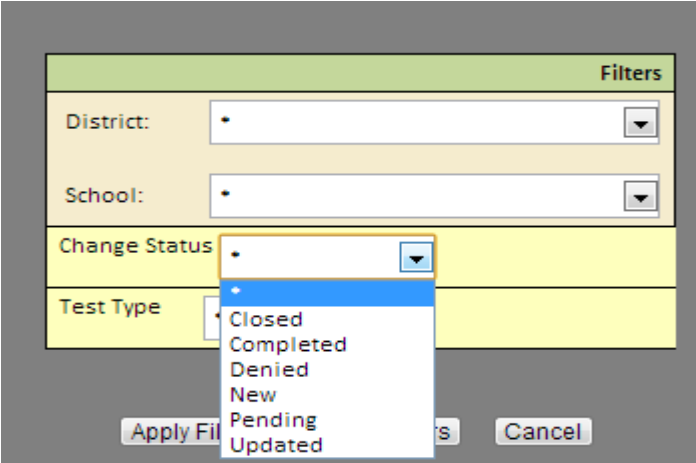
- Click on the Data Review Transfers Listing link on the home page.
- A list of students transferred in and out of the school/district's accountability will appear.
- School level users will see their own school. By default, District level users will see all students accountable to any school or to the district, as indicated by the asterisk in the school dropdown. District users may also select a particular school or district-accountable students by using the dropdown at the top.
- The list of students who have been transferred in or out can be exported to Excel or PDF by clicking on the buttons at the top and bottom of the page.

Data Review Change Listing

- Click on Data Review Change Listing on the home page, or click on the appropriate link on the right side of the home page. The counts on the home page are clickable links – if the user clicks on the number of Updated-Need Info or New changes on the home page, that subset of changes will appear onscreen.

Changes	
 Total :	115
 New :	1
 Updated - Need Info :	3
 Denied :	8
 Closed :	6
 Approved :	90
 Pending OAA Approval :	7
[All Tests] ▼	

- The default view on the Change Listing is Total – which includes all changes submitted for this school/district.
- You can filter the list to view the following change statuses:





































Filters	
District:	<input type="text"/>
School:	<input type="text"/>
Change Status	<input type="text"/>
Test Type	<input type="text"/>


Apply Filters Cancel

- The asterisk (*) will include all change statuses.

- On this screen, you can view the detailed information about the change request, see the status of your submitted changes, view/update the information on change requests, and cancel the change if needed.
- Change requests can be cancelled by clicking on the red X by that student's name.
- Click on the icon in the Details column to view or update the change request for this student. Only changes that have not yet been completed may be updated.

Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		ACCR	BARRAGANS, LUCYNA GENDRON	BetaTester	Adair County	IEP/LEP Accommodation	10/16/2013 2:30:00 PM	10/16/2013 2:30:23 PM	10/16/2013 2:30:00 PM
		EXPL	NAME, HANLEY RAE	SDRRTES	Adair County	Accountable School	9/11/2013 9:29:00 AM	11/5/2013 4:14:38 PM	-
		EXPL	BISHOP, JARRETT EMERSON	SDRRTES	Adair County	Accountable School	9/11/2013 9:23:00 AM	9/12/2013 2:59:58 PM	9/12/2013 3:00:00 PM
		EXPL	BISHOP, JARRETT EMERSON	SDRRTES	Adair County	Accountable School	9/11/2013 8:55:00 AM	9/12/2013 3:00:26 PM	9/12/2013 3:00:00 PM
		EXPL	ARDNER, HANFUR N	SDRRTES	Adair County	Accountable School	9/11/2013 8:47:00 AM	1/14/2014 1:58:42 PM	1/14/2014 1:59:00 PM
		EXPL	BENNETT, CASSANDRA GABRIELLE	FieldTester	Adair County	Accountable School	9/10/2013 9:07:00 AM	11/5/2013 11:25:38 AM	-
		EXPL	ARDNER, HANFUR N	FieldTester	Adair County	Accountable School	9/9/2013 1:36:00 PM	11/5/2013 2:34:08 PM	-
		EXPL	ALEXANDER, ANA NAME	FieldTester	Adair County	Accountable School	9/9/2013 11:44:00 AM	-	-
		EXPL	BARNES, ALICIA SUE NAME	FieldTester	Adair County	IEP Accommodation	9/9/2013 10:00:00 AM	9/9/2013 10:00:13 AM	9/9/2013 10:00:00 AM
		EXPL	WONG, BRUCE SCOTT	FieldTester	Adair County	Accountable School	9/9/2013 6:49:00 AM	9/9/2013 6:50:56 AM	9/9/2013 6:51:00 AM
		EXPL	BENNETT, JESSICA PHASE	SDRRTES	Adair County	NonParticipation	9/7/2013 11:14:00 AM	9/7/2013 11:16:34 AM	9/7/2013 11:17:00 AM
		EXPL	BENNETT, JESSICA PHASE	SDRRTES	Adair County	Accountable School	9/7/2013 11:14:00 AM	9/7/2013 11:16:29 AM	9/7/2013 11:16:00 AM
		PLAN	NAME, HANLEY RAE	SDRRTES	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:20 AM	9/7/2013 11:16:00 AM
		EXPL	WOPNER, SHARON EARL PATRICK	SDRRTES	Adair County	NonParticipation	9/7/2013 11:12:00 AM	9/7/2013 11:16:14 AM	9/7/2013 11:16:00 AM
		EXPL	WOPNER, SHARON EARL PATRICK	SDRRTES	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:07 AM	9/7/2013 11:16:00 AM
		PLAN	BELL, WENDON LADNAE	SDRRTES	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:01 AM	9/7/2013 11:16:00 AM
		EXPL	ANDERSON, NATALIE J	SDRRTES	Adair County	NonParticipation	9/7/2013 11:11:00 AM	9/7/2013 11:15:56 AM	9/7/2013 11:16:00 AM

- If a change request has been denied, it will remain in the system so that we have a complete record. However, a new change may be made for the student, and OAA staff will be clear in stating why the change was denied. Users should review Denied requests to determine if further action is needed for the student.
- Users with district level access can view, update and close changes submitted by school level users.
- Users should review Updated change requests – these are changes which cannot be approved without additional information from the school or district, as requested by OAA.

- To update a change when OAA has requested additional information, use the filter to select Updated changes. Click on the icon  on the left to open the change request. Type any new or requested information in the text box, as shown below, and click Submit.

Ticket Information For : ABRELL, ELIZABETH C.																												
NONPARTICIPATION CHANGE																												
Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:																								
EXTRAORDINARY	-	8/8/2013 8:43:00		PENDING																								
Change Reason:																												
OK THANKS UPDATED BY : SRINENI UPDATED ON : 8/8/2013 TEST UPDATED BY : FIELDTESTER UPDATED ON : 8/8/2013																												
Provide Approval/Denial/Request more information reason here:																												
<table border="1"> <thead> <tr> <th colspan="6">Summary</th> </tr> </thead> <tbody> <tr> <td>Ticket # :</td> <td>313</td> <td>Req. Entity :</td> <td>ADAIR COUNTY</td> <td>Created Date :</td> <td>8/8/2013 8:43:00 AM</td> </tr> <tr> <td>Req. District :</td> <td>ADAIR COUNTY</td> <td>Updated Date :</td> <td>8/8/2013 10:02:37 AM</td> <td>Req. Id :</td> <td>FIELDTESTER</td> </tr> <tr> <td></td> <td></td> <td>SSID :</td> <td colspan="3">1962648893</td> </tr> </tbody> </table>					Summary						Ticket # :	313	Req. Entity :	ADAIR COUNTY	Created Date :	8/8/2013 8:43:00 AM	Req. District :	ADAIR COUNTY	Updated Date :	8/8/2013 10:02:37 AM	Req. Id :	FIELDTESTER			SSID :	1962648893		
Summary																												
Ticket # :	313	Req. Entity :	ADAIR COUNTY	Created Date :	8/8/2013 8:43:00 AM																							
Req. District :	ADAIR COUNTY	Updated Date :	8/8/2013 10:02:37 AM	Req. Id :	FIELDTESTER																							
		SSID :	1962648893																									
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>																												

The field on the student listing will show as LOCKED until an open change request is resolved, and no additional changes can be made to this field until this change is finalized. If the change request needs to be updated with additional information, it can be accessed either by double clicking on the LOCKED field on the Student Listing, or by clicking on Data Review Change Listing on the Home Page.

Please note that all information requested by OAA must be updated in SDRR. Information cannot be provided by phone or e-mail. This is to ensure that there is a complete, auditable record of all student-level changes.

If additional requested information is not provided by the school/district, the change will not be approved and no changes will be made to the students' accountability or non-participation status. For that reason, it is important to respond to requests for more information and review Updated-Need Info change requests periodically.

Export to Excel or PDF

Main Menu > Data Review Change Listing Logged in as: [FieldTester] -- Logout

Data Review Change Listing

Click on one of the export buttons at the bottom left.

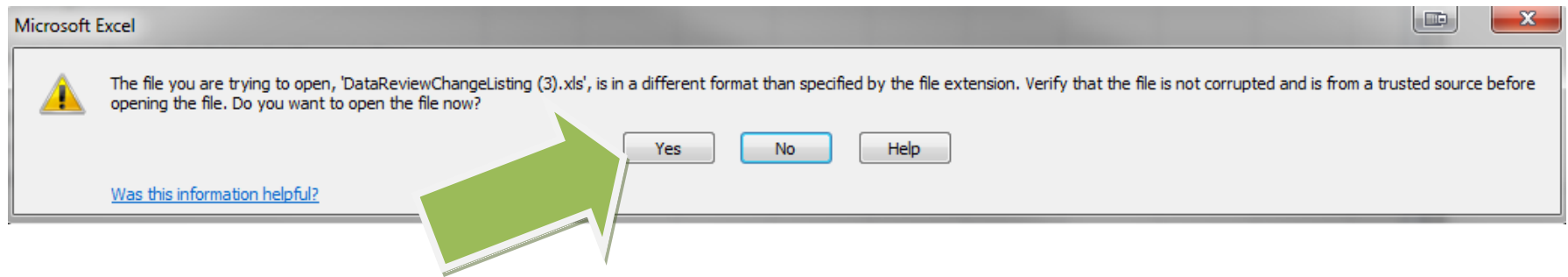
Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		KPRP	ABBOTT, ISAAC	FieldTester	Adair County	NonParticipation	08/08/2013	08/08/2013	
		KPRP	ABUZOU, JERAN	FieldTester	Adair County	Full Name	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABUZOU, JERAN	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
		KALT	ABSTON, JASON S.	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABSTON, JARROD L.	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABSTON, JARROD L.	FieldTester	Adair County	Full Name	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABSTON, JARROD L.	FieldTester	Adair County	Full Name	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABSTON, JARROD L.	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABRELL, ELIZABETH C.	FieldTester	Adair County	NonParticipation	08/08/2013	08/08/2013	
		AEOC	BLACKSTONE, KAYLIN J.	FieldTester	Adair County	Full Name	08/07/2013	08/07/2013	08/07/2013
		AEOC	BLACKSTONE, KAYLIN J.	FieldTester	Adair County	SSID	08/07/2013	08/07/2013	08/07/2013
		AEOC	ALLEN, TAVA B.	FieldTester	Adair County	Full Name	08/07/2013	08/07/2013	08/07/2013
		AEOC	ALLEN, TAVA B.	FieldTester	Adair County	SSID	08/07/2013	08/07/2013	08/07/2013
		KPRP	ABBOTT, JONATHAN C.	FieldTester	Adair County	Accountable School	08/07/2013	08/07/2013	
		KPRP	ABBOTT, KAROLINE A.	FieldTester	Adair County	Accountable School	08/07/2013	08/07/2013	08/07/2013
		KPRP	ABBNEY, ZACHARY Y.	FieldTester	Adair County	Full Name	08/07/2013	08/07/2013	08/07/2013

Both the change listing (Excel or PDF formats) and the student listing (Excel format) may be exported, and filters may be applied prior to exporting if needed.

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

OAA is seeking input from users for improvement. Please e-mail KDEAssessment@education.ky.gov with any suggestions for improvement.

If you have Excel 2007, you will see the following message when the file is opening:



Click on Yes to open the file. If you save the file as an Excel 1997-2003 workbook, you will no longer see this message.

FAQs (Frequently Asked Questions) About SDRR

- Q 1 The field says LOCKED for this student, but I need to change it or add more information. Can you unlock it so that I can edit/update it?
A Double click on the LOCKED text on the student listing and you can open the change request to edit or update it. You can also edit change requests from the rosters change listing. Alternatively, from the home page, click on the number of Updated – Need Info or Pending change requests, and you can get to your open changes.
- Q 2 The IEP, EL/LEP, or lunch status for a student is incorrect in SDRR. What do I do?
A You can edit the demographic fields onscreen in the application.
- Q 3 Can I just copy and paste the enrollment information from IC to show that this student was at my school for less than 100 days?
A No, please provide the number of days at each school, which is available in CIITS, or by contacting previous schools/districts.
- Q 4 This student was with us for only 37 days. Can we remove them from our accountability?
A You can submit a change request in SDRR to change the accountable entity to the appropriate A1 school, a district or the state. Remember that just because a student is not accountable to your school, it does not mean that he/she is accountable to the school in which he/she came from previously. That is only true if he/she had 100 days enrolled there. Please confirm his/her enrollment history in CIITS to determine the correct accountability. Enrollment is on the student tab, if the user has access to student level data.
- Q 5 This student was enrolled at the alternative school in our district. The student should not be coded to the A1 school.
A That depends on how he/she was placed there. If the student had 100 days at your school before being placed at the alternative school, the student is accountable to your school. If the student was not court ordered or state agency placed at the alternative school, the student tracks back to the A1 home school. If the student was court ordered or state agency placed and had less than 100 days enrolled in an A1, the student is accountable to the state.
- Q 6 A student attends KSD, KSB or Gatton Academy, and has never attended our school. Should he/she be accountable somewhere else?
A Students at these schools track back to the A1 home school they would have attended if not in a specialized placement, based on residence.
- Q 7 The student was at a school for more than 100 days but the school is not listed on the dropdown. Do I code him/her to that district instead?
A Did the student attend an alternative school that was court ordered or state agency placed? Examples include: Ramey-Estep in Boyd County, Foothills Academy in Clinton County, Dessie Scott in Wolfe County, Otter Creek in Wayne County, Boy's Haven in Jefferson County, among others. In that case, the student would not be accountable to that district, but to the state. Please confer with the DAC in that county.

- Q 8 Do I mark a student as non-participating (withdrawn or expelled) if he/she withdrew before the testing window?
A The student should have been deleted from the roster in the spring, if he/she was not enrolled on the first day of the testing window. During data review, students cannot be deleted. Please request non-participation.
- Q 9 I have a student who was enrolled at Day Treatment in my district all year, where should the student be coded?
A It depends on how the student was placed there. If the student was court ordered or state agency placed, he/she should be coded to the state. If not, the student is accountable to the A1 home school he/she would have attended if not in the alternative program. Please indicate this information when requesting a change to the accountability.
- Q 10 I have a student who was only enrolled with us for 90 days as of the ACT test date. Should I make him/her accountable to the state?
A Accountability for ACT is based on 100 days enrollment as of the first day of the 5 day spring summative testing window. In situations where a student may not have reached 100 days yet, the student should remain on your accountability under the assumption that they will have 100 days by spring testing. If they withdrew and had less than 100 days as of that date, it can be corrected during the spring rostering or during the data review period for ACT.
- Q 11 A change request was denied for a student, but I made another change for him/her. Why is the denied change request still showing in SDRR?
A All change requests are retained in the system for a complete history of change requests made for the student. OAA is working to find the best way to let users indicate for their own records that denied changes have been appropriately handled. We welcome input from school and district staff regarding this issue via e-mail, at KDEAssessment@education.ky.gov.
- Q 12 Where do I mark accommodations for 504 Plan students?
A This information does not have to be reported, so OAA does not collect it. The student can take the assessment with the allowed accommodations, but we do not need 504 information reported in SDRR.
- Q 13 What do I do if a student withdrew during the testing window?
A Under non-participation, mark withdrawn and enter the date. Make sure that IC shows the correct withdrawal date.
- Q 14 What resources are available for SDRR?
A There is a manual and short screencasts/how-to videos. Links to these can be found in the Announcements box on the home page of SDRR and on the KDE website under SDRR. There is also an online help tool which is linked in a large red button at the top right of every page.
- Q 15 I have another question that is not answered in this manual.
A For questions about assessment policies or procedures, please e-mail dacinfo@education.ky.gov. If you are not sure how to determine accountability, please review the accountability flow charts, or use the tool at <http://goo.gl/yx9DTj>. For SDRR log in issues, contact your WAAPOC. To report application errors, e-mail ketshelp@education.ky.gov. For other issues, e-mail kdeassessment@education.ky.gov.

FAQs About EL/LEP

- Q 1 How many extended response and multiple-choice questions must a first year EL/LEP student answer to be considered participating in the Kentucky Performance Rating for Educational Progress (K-PREP)? Which grade levels and subjects?
- A For participation, EL/LEP students must answer a minimum of 4 multiple-choice questions or 1 extended response question on any part of the mathematics (grades 3-8) and any part of the NRT for science (grades 4, 7).
- Q 2 What constitutes first year for EL/LEP students?
- A Students with Limited English Proficiency participate in the K-PREP based upon the number of years that they have been enrolled in an United States school. The basis for determining the length of a year is twelve (12) instructional months. An instructional month is defined as 20 instructional days. First year would calculate to be a total of 240 days. It is cumulative and not continuous.
- Q 3 What happens if an EL/LEP student has not reached his or her 240 days for first year EL on the K-PREP, and has already had a one-time exemption on the K-PREP?
- A The federal government will only allow a state to have an one-time exemption on its content test. Even though the student has not reached his or her 240 instructional days, when the K-PREP occurs the student is a second year EL student, and responsible for testing in all content areas assessed at the grade level.
- Q 4 If an EL/LEP student took the ACCESS for ELLs® test this year, is that student exempt from the K-PREP?
- A No, the student is not exempt from the K-PREP even though the student took the ACCESS for ELLs®. ACCESS for ELLs® measures the English language proficiency of a EL/LEP student and how that student has acquired English language; where the K-PREP measures content knowledge.

Please see the scenarios regarding EL/LEP assessment requirements on the next two pages.

Rule: 240 days or One-time exemption

Scenario:

A first year EL student arrived after the K-PREP window or at the beginning of the next school year in August, how will the EL student participate in assessments? See the chart below.

1st Year	ELP	Criterion Referenced Test/ Norm Reference Test					Readiness Exams			
Grade Level	WIDA	K-PREP					EPAS			End of Course
	ACCESS	Reading	Mathematics	Science	Social Studies	Writing	Explore	Plan	ACT	
K	Required									
1	Required									
2	Required									
3	Required	Exempt	Participation Only							
4	Required	Exempt	Participation Only	Participation Only		Exempt				
5	Required	Exempt	Participation Only		Exempt	Exempt				
6	Required	Exempt	Participation Only			Exempt				
7	Required	Exempt	Participation Only	Participation Only						
8	Required	Exempt	Participation Only		Exempt	Exempt	Exempt			
9	Required									Participation Only in Algebra II and Biology
10	Required					Exempt		Exempt		
11	Required					Exempt			Exempt	
12	Required									

** = required for participation as part of Federal accountability (K-PREP mathematics and science; End of Course Algebra II, and Biology)

Note: ELP=English Language Proficiency

Writing: On-Demand Writing- Grades 5, 6, 8, 10 and 11 Language Mechanics- Grades 4 and 6

Participation: Minimum is 4 multiple choice or 1 extended response

Rule: 240 days or One time exemption

Scenario:

A first year English Learner (EL) student arrived during the K-PREP window and has had his or her one-time exemption on the K-PREP assessment, how will the EL student participate in assessments for the next school year? See the chart below.

End Year and Beyond	ELP	Criterion Referenced Test/ Norm Reference Test					Readiness Exams			
Grade Level	WIDA	K-PREP					EPAS			End of Course
	ACCESS	Reading	Mathematics	Science	Social Studies	Writing	Explore	Plan	ACT	
K	Required									
1	Required									
2	Required									
3	Required	Required	Required							
4	Required	Required	Required	Required		Required				
5	Required	Required	Required		Required	Required				
6	Required	Required	Required			Required				
7	Required	Required	Required	Required						
8	Required	Required	Required		Required	Required	Required			
9	Required									Required-English II, Algebra II, U.S. History, and Biology
10	Required					Required		Required		
11	Required					Required			Required	
12	Required									

X= required; K-PREP reading and mathematics; End of Course English II, and Algebra II included in Federal accountability; other subjects included in public reporting

Writing: On-Demand Writing- Grades 5, 6, 8, 10 and 11 Language Mechanics- Grades 4 and 6

FAQs About EOC

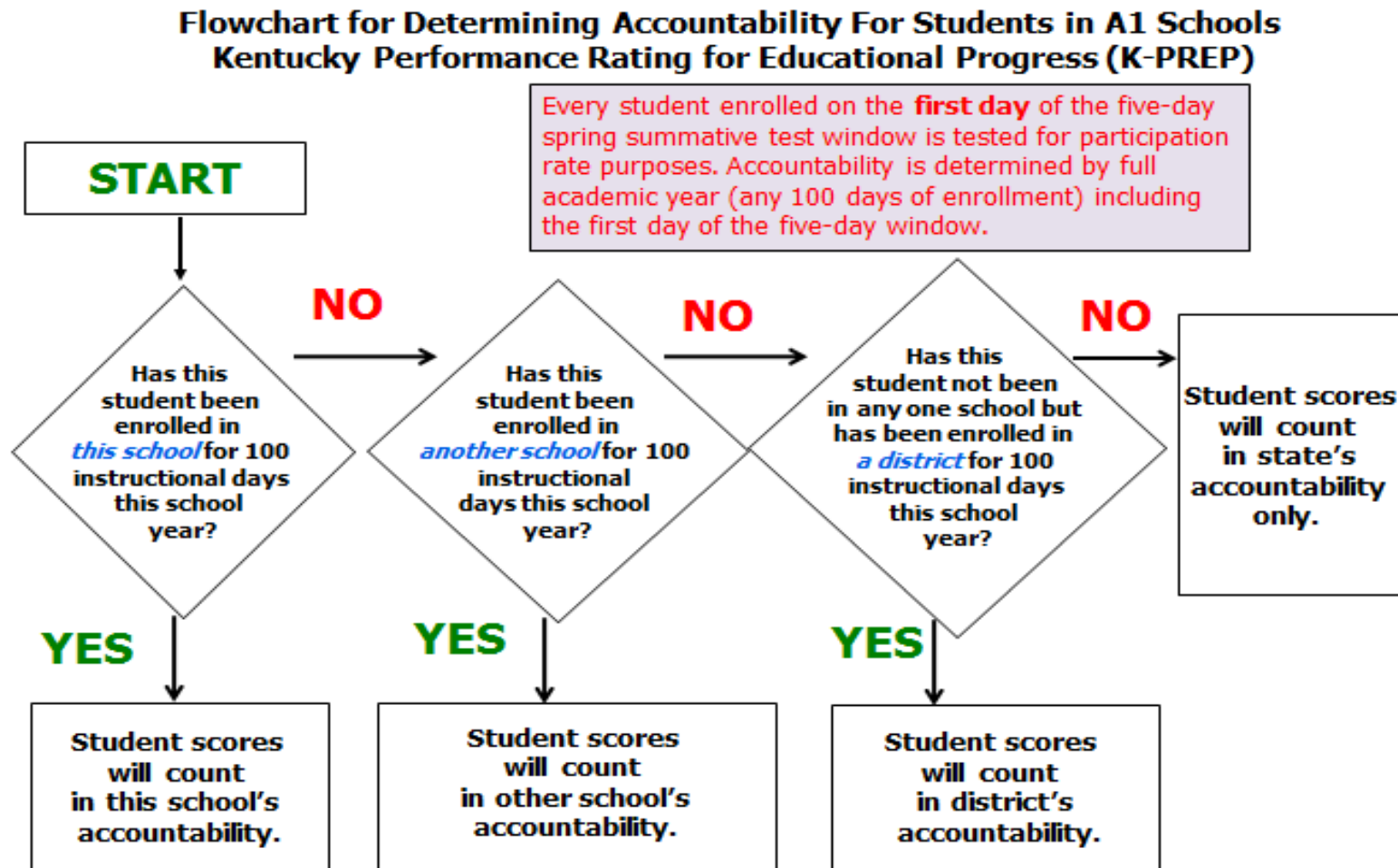
- Q 1 A student did not complete the course, but will re-take the course and take the EOC assessment next year. How should I mark him/her in SDRR?
- A Double click on the Non-Part column for that student, and select Additional Instruction Required from the dropdown list.
- Q 2 A Senior received credit for Biology from this school and was not tested, and is now graduating. This student has been enrolled at this school the entire time.
- A This student should have taken the assessment, and this will be reflected in accountability.
- Q 3 How can I see a list of only the grade 12 students who are missing EOC scores?
- A These students are listed with the other EOC students by course, but their grade is clearly visible onscreen. Also remember that you can use the filter menu in SDRR to limit to just grade 12. You can export this list, and/or review it onscreen in SDRR.
- Q 4 A 2015 graduate received credit for U.S. History in another school in another district and was not tested, but graduated from our school. How should I mark him/her in SDRR?
- A This student should have taken the assessment, so that there is a score on record. Double click on the Non-Part column for that student, and select EGI - EOC Graduate Issue from the dropdown list. Provide the information requested in the prompt in the text box, as shown below.

The screenshot shows a web form titled "Non-Participation Reason for" with a dropdown menu set to "EGI - EOC Graduate Issue". Below the dropdown, the text "Test Type: BEOC" is visible. The main section of the form is yellow and contains the prompt: "Enter Non-Participation Information: Please enter information below for the EOC Graduate Issue." followed by three red questions: "What school year did this student receive credit for the EOC course?", "What school gave this student credit?", and "Why was this student not tested at the time they completed the course?". A large white text box is provided for the answer. At the bottom of the form are "Submit" and "Cancel" buttons.

- Q 5 A grade 12 student received credit for Algebra II and Biology in Indiana, but graduated from our school.
- A Double click on the Non-Part column for that student, and select EGI - EOC Graduate Issue from the dropdown list. Provide the information requested in the prompt in the text box, as shown above.
- Q 6 A grade 12 student received credit for English II in a private school and was not tested, and graduated from our school.
- A Double click on the Non-Part column for that student, and select EGI - EOC Graduate Issue from the dropdown list. Provide the information requested in the prompt in the text box, as shown above.

Determining Accountability

OAA has created an online decision tree to assist in determining correct accountability. It can be accessed at <http://goo.gl/yx9DTj>, and is also available in SDRR on the form to change accountability for a student.



Flowchart for Determining Accountability For Students in Alternative Programs Kentucky Performance Rating for Educational Progress (K-PREP)

